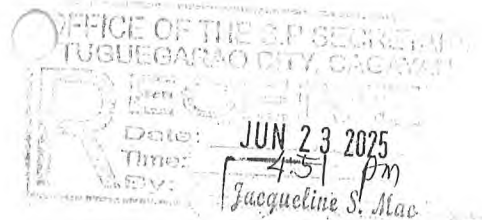




BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

Phone number: 0953-588-3721 | email address: cmotuguegaraocity@gmail.com



OFFICE OF THE CITY MAYOR

23 June 2025

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the Memorandum of Understanding between the Tuguegarao City Government and Department of Health- Cagayan Valley Center for Health Development (CV-CHD), for your information and appropriate action.

Considering that the 9th council will hold its last session tomorrow, June 24, 2025 before adjourning sine die, may I respectfully request that the matter be included in the calendar of business during the said session.

Furthermore, it is essential that we address this matter promptly considering the Department of Health's (DOH) timeline and guidelines.

This matter is certified as **URGENT** pursuant to Article 107 of the Implementing Rules and Regulations of the Republic Act No. 7160, or the Local Government Code of 1991.

Thank you!

Very truly yours,

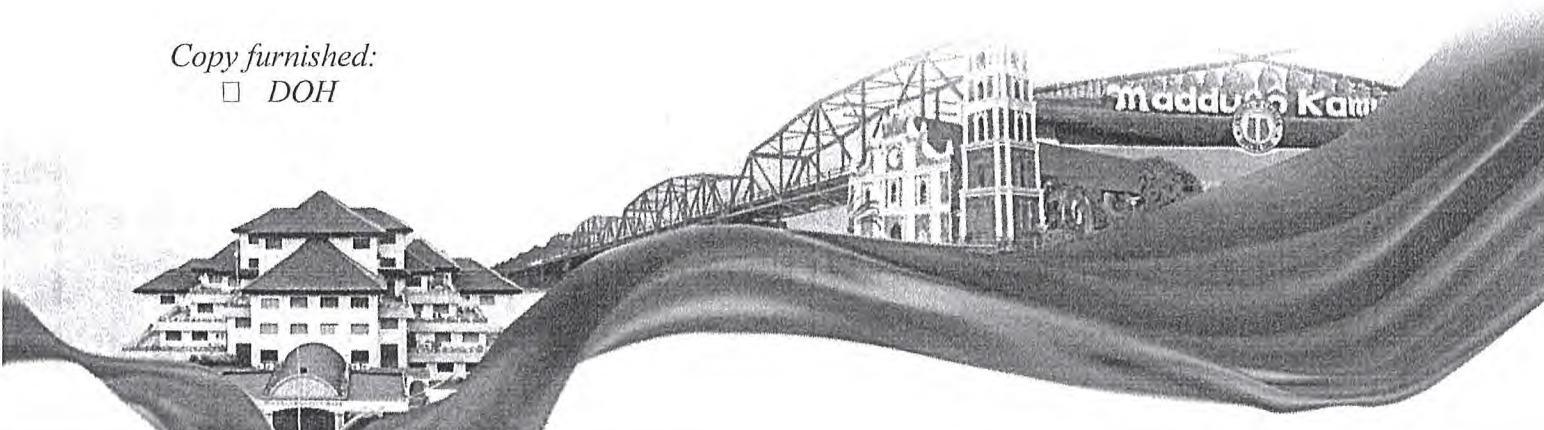

BIENVENIDO C. DE GUZMAN II

Acting City Mayor

6/23/2025

Copy furnished:

☐ DOH





MEMORANDUM of UNDERSTANDING (MoU)

This Memorandum of Understanding (MoU) made and entered into by and between:

The **Department of Health - Cagayan Valley Center for Health Development (CV-CHD)**, a government agency with office address at Maharlika Highway, Carig Norte, Tuguegarao City, Cagayan represented by **DR. AMELITA M. PANGILINAN, MD, MPH, CESO III** – Director IV, hereinafter referred to as the **FIRST PARTY**;

and

The **Municipality/City** of _____, Province of _____, a local government unit with office address at _____ represented by Honorable Mayor _____, hereunder referred to as the **SECOND PARTY**.

I. PURPOSE

The Epidemiology Bureau (EB) currently utilizes four (4) major information systems to collect surveillance information from the Disease Reporting Units (DRUs) and Epidemiology and Surveillance Units (ESUs), namely the Epidemic-Prone Disease Case Surveillance Information System (EDCS IS), Adverse Event Following Immunization Information System (AEFI IS), Pan-Respiratory Illness Surveillance Information System (PRISIS), and Synchronized Electronic Immunization Repository (SEIR). In addition to the major information systems, the Regional Epidemiology and Surveillance Unit (RESU) uses VigiFlow web-based system for AEFI, Regional COVID CODA, and other information systems for reporting.

With the current work arrangements and the nature of work done by DRUs/ESUs, the use of laptop computers offers a better alternative with desktop computers, with advantages in portability, flexibility, and convenience. Additionally, the current generation laptops have comparable performance with desktop computers. Hence, the EB provided support to procure laptops for the DRUs and ESUs identified by RESU to aid them in encoding and submitting surveillance information.

Consistent with the foregoing, the DOH through the Epidemiology Bureau sub-allotted and transferred funds drawn from the MOOE of the Epidemiology Bureau, FY 2024 General Appropriations Act, to the Centers of Health Development (CHDs) for the procurement of the ICT equipment.

This Memorandum of Understanding is intended specifically, to:

- a. Facilitate the implementation of a Health Surveillance Information System (HSIS) especially the Epidemic-Prone Disease Case Surveillance Information System (EDCS IS), Adverse Event Following Immunization Information System (AEFI IS), VigiFlow web-based system for AEFI, Event-based Surveillance and Response Information System (ESR IS), Regional COVID CODA, and other information systems for reporting as required by the RESU;
- b. Manage and analyze data for the generation of surveillance reports; and
- c. Ensure timely and complete submission of surveillance reports.



II. PARTIES' ROLES AND RESPONSIBILITIES

In furtherance of the above PURPOSE, both parties agree to make every reasonable effort to fulfil the responsibilities outlined below.

The **FIRST PARTY** shall:

- a. Allocation of ICT equipment - Allocate/deploy laptop computer units to the facility to utilize the DOH Surveillance Information System (HSIS) and for surveillance report generation.
- b. Monitoring and assessment - Conduct monitoring and assessment on the deployed equipment to the facility;

The **SECOND PARTY** shall:

- a. Accept the deployed equipment (laptop computer) through the issuance of the Property Transfer Report by the FIRST PARTY;
- b. Designate a safe space and storage for the ICT equipment/laptop computer;
- c. Allow the ICT equipment/laptop computer unit to be connected to the internet of the LGU for proper utilization;
- d. Responsible for the maintenance and repair of the ICT equipment/laptop computer unit upon receipt of property transfer, and ensuring that the property stickers are not removed;
- e. Report immediately any technical issues or equipment malfunctions to CVCHD for prompt resolution;

III. MUTUAL AGREEMENT

With the foregoing statements, both parties hereby consent to the following guidelines on the operational arrangements to implement the use of the equipment:

- a. The laptop computer unit shall be used to facilitate the implementation of the Health Surveillance Information System (HSIS) specifically the Epidemic-Prone Disease Case Surveillance Information System (EDCS IS), Adverse Event Following Immunization Information System (AEFI IS), VigiFlow web-based system for AEFI, Event-based Surveillance and Response Information System (ESR IS), Regional COVID CODA, and other information systems for reporting as required by the RESU.
- b. Manage and analyze data for the generation of surveillance reports; and
- c. Ensure timely and complete submission of surveillance reports.
- d. Regularly update and maintain the laptop computer unit to ensure optimal performance;
- e. Allow the Regional Epidemiology and Surveillance Unit staff assigned/deployed in the area to use the laptop computer unit during monitoring visits.
- f. The laptop computer device shall be officially returned to RESU once deemed unserviceable.
- g. The RESU reserves the right to verify the usage of the laptop/computer every quarter once there are no surveillance reports received.



IV. VOLUNTARY DISASSOCIATION

This MoU is a binding agreement that both parties have entered into in good faith. Either party may disassociate from the effort without penalty or liability by notifying the other in writing. Written notice shall be sent thirty (30) days prior to the disassociation.

V. TERM AND AMENDMENT

This Memorandum shall be in effect beginning _____ [Date]. Both parties reserve the right to renegotiate this Memorandum upon the mutual consent of the other party.

This Memorandum may be terminated once the laptop computer unit is not used for surveillance and/or deemed unserviceable only through the common written consent of both parties.

This Memorandum represents the entire understanding of both parties with respect to this partnership. Any modification of this Memorandum must be in writing and signed by the parties.

SIGNED BY:

AMELITA M. PANGILINAN, MD, MPH, CESO III
Director IV, DOH Cagayan Valley CHD

Date

HON. _____
City/Municipal Mayor,
Municipality of _____

Date

WITNESS:

DR. ROBIN R. ZINGAPAN
City/Municipal Health Officer

Development Management Officer IV

6/20/2025

ACKNOWLEDGMENT

Republic of the Philippines)
Province of Cagayan)s.s
City of Tuguegarao)

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

NAME	TIN NO.	DATE ISSUED
_____	_____	_____

KNOWN TO ME to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of three pages including the page wherein this Acknowledgment is written, and is agreed by the parties and their instrumental witnesses.

Witness my hand and seal, this _____ day of _____ at _____, Cagayan Valley, Philippines.

PUBLIC

NOTARY

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

